

**GS-1601****General Facilities and Equipment Series****GS-1601**

*This is an individual qualification standard.*

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS**

The following table shows the amounts of experience, education, and/or training required to qualify for positions covered by this standard.

<b>GRADE</b>	<b>EXPERIENCE OR EDUCATION/TRAINING</b>		
	<b>General</b>	<b>Specialized</b>	
<b>GS-1</b>	None	None	None
<b>GS-2</b>	3 months	None	High school graduation or equivalent
<b>GS-3</b>	6 months	None	1 year above high school with 6 semester hours of related courses. Also, see section on "Training" below.
<b>GS-4</b>	6 months	6 months	2 years above high school with 12 semester hours of related courses. Also, see section on "Training" below.
<b>GS-5</b>	None	1 year equivalent to at least GS-4	4 years above high school leading to a bachelor's degree with major study or 24 semester hours of course work in a related field. Also, see section on "Training" below.
<b>GS-6 and above</b>	None	1 year equivalent to at least next lower grade level in normal line of progression	None

Equivalent combinations of experience and education/training are qualifying for all grade levels for which both experience and education/training are acceptable.

**EXPERIENCE**

*General Experience (for positions at GS-4 and below):* Experience that provided familiarity with plant or maintenance work; or the opportunity to read engineering drawings and specifications, use test instruments, make computations, or keep maintenance records. Examples of qualifying general experience include:

- Apprentice in a construction or maintenance trade.
- Operator of construction or maintenance equipment.
- Aid to a construction inspector or representative.
- Drafting, engineering, or architectural aid.

*Specialized Experience (for positions at GS-4 and above):* Experience that demonstrated the knowledge, skills, and abilities to perform the work of the position to be filled. Some positions may require specialized knowledge of particular types of mechanical systems or structural equipment. Examples of qualifying specialized experience include work such as scheduling and recording production activities or overseeing trades and crafts work.

OR



## GS-1601 (Continued)

### EDUCATION/TRAINING

*Education (for positions at GS-5 and below):* Successfully completed education in an accredited college or university is qualifying, provided that it included major study or course work at the rate of 6 semester hours per year in one or a combination of the following fields: engineering or industrial technology, construction, drafting, surveying, physical science, mathematics, or other fields related to the position to be filled. A full 4-year course of study leading to a bachelor's degree with major study or 24 semester hours of course work in such fields is qualifying for GS-5.

*Training (for positions at GS-5 and below):* Successfully completed training in fields related to the position to be filled, other than that obtained in a college or university, as indicated above, such as in vocational or military training programs, is creditable on a month-for-month basis.

## GS-1630

### Cemetery Administration Series

## GS-1630

*Use the "Group Coverage Qualification Standard for Administrative and Management Positions."*

## GS-1640

### Facility Management Series

## GS-1640

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

### EDUCATION

*Undergraduate and Graduate Education:* Major study—engineering, industrial arts, property management, or business administration.

OR

### EXPERIENCE

*General Experience (for GS-5 positions):* Experience that provided a knowledge of the practices and procedures related to property management, maintenance, materials requirements, and building operation and repair. This experience may have been gained in work such as budget or report preparation, maintenance of property and financial records, or trades or crafts work requiring technical knowledge or judgment.

*Specialized Experience (for positions above GS-5):* Examples of qualifying specialized experience include:

- Managing a maintenance program for office or apartment building complexes, hospitals, recreational facilities, military, or other special-purpose installations, including planning maintenance activities, and developing preventive maintenance programs.
- Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans.
- Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one- or two-story buildings to larger structures), directing actual work operations, and maintaining appropriate contacts with the organization funding the project.

**GS-1654**

**Printing Management Series**

**GS-1654**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate and Graduate Education:* Major study—journalism, business administration, English composition, commerce, accounting, printing or printing engineering, graphic or commercial art, industrial engineering, or economics.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a knowledge of printing equipment, methods of production, and sources of printing.

*Specialized Experience (for positions above GS-5):* Examples of qualifying specialized experience include:

- Determining specifications for the printing of manuscript, i.e., selection of typography, layout, composition, format, paper stock, and other printer's instructions.
- Negotiating or administering contracts for procurement of manuscript and illustrations, printing, binding and allied services, or printing stocks (paper, inks, etc.).
- Managing a printing plant that produces printing either for the government or private industry customers.
- Performing production control work in a large printing plant.
- Serving as a sales representative for a wide variety of printing equipment.
- Analyzing the price and cost of preparation and production of printing.
- Planning, estimating, and scheduling printing on a full-time basis for a variety of publications.
- Performing substantive administrative support or policy functions directly related to publishing and printing program management or operations.

**GS-1658 Laundry and Dry Cleaning Plant Management Series GS-1658**

*This is an individual qualification standard.*

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS**

The following table shows the amounts of experience, education, and/or training required to qualify for positions covered by this standard.

<b>GRADE</b>	<b>EXPERIENCE OR EDUCATION/TRAINING</b>	
	<b>General</b>	<b>Specialized</b>
<b>GS-5</b>	3 years, 1 year of which was equivalent to at least GS-4	None
<b>GS-6</b>	None	1 year equivalent to at least GS-5
<b>GS-7</b>	None	1 year equivalent to at least GS-6
<b>GS-8 and above</b>	None	1 year equivalent to at least next lower grade level

Equivalent combinations of experience and education/training are qualifying for grade levels for which both experience and education/training are acceptable.

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a familiarity with the methods used or typical actions taken in managing a manufacturing or processing activity, such as controlling production, planning the arrangement of industrial equipment, determining personnel and material requirements, scheduling production processes, or other business-related work.

*Specialized Experience (for positions at GS-6 and above):* Experience that included supervisory or administrative functions pertaining to the day-to-day processing operations of laundry and/or dry cleaning plants. Such experience must be appropriate to the position to be filled, e.g., laundry, dry cleaning, or both.

OR

**EDUCATION/TRAINING**

*Education (for positions at GS-5 only):* Major study—business administration, production management, industrial management, engineering, or other related fields.

*Training (for positions at GS-5 through GS-7):* Intensive vocational training may be credited on the basis of 1 month of training for 2 months of experience. To substitute for general experience, training must have been in laundry and/or dry cleaning methods. To substitute for specialized experience, training must have been directly related to the management of laundry and/or dry cleaning plants, as appropriate to the position to be filled.

**GS-1667**

**Steward Series**

**GS-1667**

*This is an individual qualification standard.*

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS**

Applicants may meet minimum qualification requirements on the basis of experience, education, and/or training as indicated below.

**EXPERIENCE**

*General Experience (for GS-5 positions):* Three years of general experience, 1 year of which was equivalent to at least the GS-4 level, is qualifying for GS-5. Such experience must have provided a general knowledge of management principles and practices or experience in one or more of the functions in a mess operation, such as financial management, personnel management, food and beverage service, etc.

*Specialized Experience (for positions at GS-6 and above):* One year of specialized experience equivalent to at least the next lower grade level is required for positions at GS-6 and above. Such experience must have demonstrated:

- Knowledge of food preparation and serving;
- Knowledge of prices, dietetics, grades of food, and meal planning;
- Ability to plan culinary activities to meet meal schedules;
- Ability to supervise and train other personnel in preparing and serving food, as appropriate; and
- Ability to prepare pertinent records and reports.

Qualifying specialized experience must have involved preparing and serving food in mass quantities for large groups of people.

OR

**EDUCATION/TRAINING**

*Education/Training (for positions at GS-5 only):* A full 4-year course of study leading to a bachelor's degree with major study in one of the following fields is qualifying for GS-5: nutrition, restaurant management, business administration or management, food technology, dietetics, or other related fields. Equivalent combinations of experience and education are also qualifying at this level. Training in these fields in a business or technical school may also be substituted for general experience on the basis of 36 weeks of full-time study for 1 year of experience.

**GS-1670**

**Equipment Specialist Series**

**GS-1670**

*Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."*

**EDUCATION**

*Undergraduate Education:* Major study—any field of study in an accredited college or university.

*Graduate Education:* Major study—fields related to the position to be filled.

OR

**EXPERIENCE**

*General Experience (for GS-5 positions):* Experience that provided a knowledge of the characteristics, uses, and properties of equipment. This experience may have been gained in trades or crafts, engineering technician, production control, inspection, or other work related to the specialization of the position to be filled.

Technical school may be credited as general experience in accordance with the following criteria:

- Full-time resident study in a technical institute above the high school or trade school level on a month-for-month basis.
- Completion of a full 4-year curriculum in a technical or vocational high school for up to 6 months of general experience.
- Completion of a resident trade school course of at least 1 year in the manufacture, repair, or maintenance of equipment for up to 1 year of general experience.

*Specialized Experience (for positions above GS-5):* Examples of qualifying specialized experience include:

- Working as a skilled mechanic or maintenance worker, sales or service engineer, or planner or estimator in a technical group dealing with manufacture, utilization, repair, or operation of equipment.
- Reviewing and applying technical specifications and requirements.
- Analyzing equipment and forecasting spare parts requirements.
- Reading and interpreting engineering change orders, equipment requisitions, shop orders, and work orders.
- Analyzing contract specifications and examining pertinent equipment to determine if specifications are met.
- Analyzing or supervising maintenance, repair, or production operations to determine methods of improvement.

**GS-1699**

**Equipment and Facilities Management  
Student Trainee Series**

**GS-1699**

*Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.*